



## **EWHURST PARISH COUNCIL JOB VACANCY CLERK AND RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL**

Interested in a role in the local community? Would you like to work from home?

We are looking for a well organised, numerate and motivated person to take up the position of Clerk and Responsible Financial Officer for the Council. Candidates need to be able to use their own initiative and be able to handle a varied and full work load. They should have a flexible approach to work as the role involves evening meetings.

The Council will support training including working towards the professional qualification Certificate in Local Council Administration.

If you would like to have an informal chat about what is involved, please ring the current Clerk, Jane Bromley 01483 267646 or the Chair of the Council Mike Turner 01483 277387. Please visit the website [www.ewhurstallengreen-pc.gov.uk](http://www.ewhurstallengreen-pc.gov.uk) for a job description and a person specification.

The role is for up to 20 hours per week and the salary will be at the nationally agreed Clerks' salary scale for the candidate's level of experience and qualifications (between £23,866 and £29,055 pro rata for 20 out of 37 hours). The contract includes holiday, sick pay and pension (after a period of 6 months in the role). Space at your home for office equipment and the Parish Council telephone line will be necessary.

Parish Office: Foxways, Pinkhurst Lane, Slinfold, Horsham, West Sussex  
RH13 0QR

Clerk@ewhurstallengreen-pc.gov.uk